



QD-QA-012
REVISION E

EFFECTIVE DATE: September 24, 2004

ORGANIZATIONAL INSTRUCTION

USE OF WITHHOLD TAGS

OPR(s)

**QD10, QD20, QD30, and
QD40**

OPR DESIGNEE

Shirley Blair

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Organizational Instruction		
Title: Use Of Withhold Tags	QD-QA-012	Revision: E
	Date: September 24, 2004	Page: 2 of 4

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		10/07/97	
Revision	A	6/9/99	Changes made to reflect new organization code changes and/or Changes made to reflect new directives renumbering scheme and to incorporate the corrective action for closure of NCR 266
Revision	B	11/30/99	General formatting changes and compliance with RCAR 113 corrective actions.
Administrative	N/A	8/28/00	OPR and/or OPR Designee change due to personnel transfer or other administrative reason. No other change to the document has been made.
Revision	C	9/05/02	Format and numbering change to implement requirements of QS-A- 001 rev F.
Revision	D	08/18/03	Change reference to QAO personnel to inspection personnel at 1.3, 4.1, 4.3 and 8. Correct typo in 1.2, 4.1 and 4.2. Remove wording in 4.3 and 8.0 about filing and retention of Withhold Tags after nonconformance is closed. Tags to be discarded upon closure. Update replacement note in 5.
Revision	E	9/24/04	Update for Times New Roman 12. Revised per HQ Rules Review Action (CAITS: 04-DA01-0387). Change QS to QD. Reverse purpose and scope. Capitalize DR in 1.1 and 4.2. Change MPG to MPR in 1.2 and 2.1. Add Mission Services Contractor (MSC) to 1.3. Add instruction to discard withhold tag in 4.3. Change Quality Records to Records in 8 and show as a Table to close Internal Audit finding NCR 615.

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Organizational Instruction		
Title: Use Of Withhold Tags	QD-QA-012	Revision: E
	Date: September 24, 2004	Page: 3 of 4

USE OF WITHHOLD TAGS

1. PURPOSE, SCOPE, APPLICABILITY

1.1 Purpose. This instruction defines the requirements for the processing of withhold tags (MSFC Tag 10) to ensure segregation of nonconforming materials in accordance with MPR 8730.3.

1.2 Scope. This instruction applies to nonconforming hardware which cannot be expeditiously removed to a bonded storage or material review crib location or are not otherwise identified by a Discrepancy Record (DR).

1.3 Applicability. This instruction applies to all S&MA and Mission Services Contractor (MSC) inspection personnel that document non-conformances.

2. DOCUMENTS

2.1 Applicable Documents

MPR 8730.3 Control of Nonconforming Product

2.2 Reference Documents

None.

3. DEFINITIONS

None.

4. INSTRUCTIONS

4.1 Inspection personnel shall complete and attach a withhold tag to flight hardware, test articles, support equipment, measuring equipment, and facility components which are found to be nonconforming, and which cannot be moved to a bonded storage or material review crib location or be identified by attachment of a discrepancy record.

4.2 The red, or hard copy shall be attached to the nonconforming item, and the paper copies attached to the Discrepancy Record, Quality Test Preparation Sheet, or other nonconforming documentation, as applicable.

4.3 Nonconforming hardware with a withhold tag attached, shall not be opened, moved, modified or otherwise disturbed, until the nonconformance has been dispositioned and, either the work authorizing documentation released to implement the disposition, or work authorizing

Organizational Instruction		
Title: Use Of Withhold Tags	QD-QA-012	Revision: E
	Date: September 24, 2004	Page: 4 of 4

documentation released to troubleshoot or investigate prior to final disposition. Inspection personnel shall remove and discard the withhold tag upon implementation of the disposition.

5. NOTES

5.1. OI Replacement - This instruction replaces QS-QA-012, Revision D, Use of Withhold Tags, dated August 18, 2003.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

7. APPENDICES, DATA, REPORTS, AND FORMS

None.

8. RECORDS

Record	Repository	Period of Time
MSFC Tag 10	Resides with nonconforming product	Destroy upon implementation of disposition

9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION

None.

11. FLOW DIAGRAM

None.